

**BYLAWS of
MONTGOMERY BLAIR ATHLETIC ASSOCIATION, INC.**

**ARTICLE I
NAME AND MISSION**

- A. *Name.* The name of the organization is the Montgomery Blair Athletic Association; it shall be commonly referred to as the Booster Club. .
- B. *Location.* The address of the Booster Club shall be Montgomery Blair High School, 51 University Blvd. E, Silver Spring, Maryland 20901.
- C. *Purpose.* The purpose of the Booster Club is to support student athletes and raise school spirit within the Montgomery Blair High School (MBHS) community to include students, parents, MBHS administration and staff, and members of the community.
- D. *Objectives.* The objectives of the Booster Club are:
 - a. To provide support – financial and otherwise – for the MBHS student athletes and MBHS athletic program through organized fund-raising activities.
 - b. To promote a greater awareness of the significant value of athletics in the development of our youth in the MBHS community.
 - c. To foster school spirit and pride in the MBHS identity.
- E. The organization is formed exclusively for educational, scientific, social, and athletic purposes as defined in Section 501-C(3) of the Internal Revenue Code (IRC), or of any other section of an amended tax code. Upon dissolution of the Booster Club, the Assets and income of this organization will be disposed of in conformity with tax-exempt regulations. The Booster Club shall not take any actions which would be inconsistent with its Tax-Exempt Status.

**ARTICLE II
MEMBERSHIP AND ORGANIZATION**

- A. The Booster Club shall be made of all members in good standing.
- B. Any individual 18 years of age or older may become a members in good standing upon payment of annual dues. Dues will be set annually by vote of the Booster Board. All Booster Club members should conduct themselves in an ethical manner and according to generally accepted principles of behavior for those engaged in promotional enterprises. Membership starts on August 1st upon payment of dues and/or on repayment of dues, whichever comes first. Membership runs until July 31.
- C. The Booster Club Board shall determine how matters are brought to vote before any meetings. Booster Club members in good standing shall have one vote for all votes at General Membership meetings. Members must be present to vote.

- D. Majority vote shall pass any motions with the exception of changes to the by-laws, which shall require a 2/3 majority. A quorum of three (3) is required for all votes.

ARTICLE III BOARD OF DIRECTORS

- A. The Booster Club shall be governed by the Booster Board of Directors hereinafter referred to as "The Booster Board." The Booster Board is comprised of the Booster Officers and the Montgomery Blair Principal (or their designee).
- B. The Officers shall be in good standing with the Booster Club and are expected to attend all general membership and Board meetings, work with each other in a courteous and respectful manner, be available via email, and act in the best interest of MBHS and Blair Boosters.
- C. The Officers of the club shall consists of a President, Vice President(s), Treasurer(s), and Secretary(s) as explained in Article IV below. The Booster Board shall determine whether or not to divide each position into maximum number of two roles such as Vice President of Membership and Vice President of Programs; Recording Treasurer and Events Treasurer; Recording Secretary and Correspondence Secretary.

ARTICLE IV DUTIES OF OFFICERS

- A. The President shall preside at all Booster Board Meetings, all General Membership meeting, and any special meetings. The President shall have the authority to establish ad hoc committees including chairperson, as needed. The President shall act as spokesperson for the Booster Club in all its public activities. The President shall be the liaison between the Booster Officers, the Booster Board, General Membership, and the school. The President shall be responsible for preparation of the Booster Club's annual budget, in consultation with the Treasurer.
- B. The Vice President shall act as an aid to the President and shall perform the duties of the President in the absence or inability of that officer to act and shall have such other powers and perform such other duties as from time to time may be prescribed by the President or the Booster Officers. The Vice President shall represent the Booster Club at MBHS activities, as possible.
- C. The Treasurer shall be responsible for all financial matters including but not limited to accounts receivable and accounts payable. The Treasurer shall prepare regular financial reports and ad hoc financial reports as necessary for the Booster Board and General Membership. The Treasurer shall file required forms with the IRS, the State of Maryland, and local agencies as required by law.

- D. The Secretary shall maintain all Club records including a list of the Booster Club membership and a record of all meetings held by the Booster Officers, the Booster Board, and Booster Club. At each General Meeting the Secretary shall submit a copy of the minutes of the previous meeting. The Secretary shall manage all Booster Club communications including the website, listserv, hard copy forms, and shall maintain a file of all internal and external communications.

ARTICLE V ELECTIONS AND REMOVALS

- A. The president shall notify the membership 30 days prior to the general membership meeting where Booster Club Officers are elected. A Booster Club member can offer a candidate to be nominated by submitting the candidate's name to a current officer at least 14 days prior to the election.
- B. The election of the Booster Officers shall take place at the General Membership meeting held in May of each year, for tenure through the following club year. Elections will be executed by a simple majority vote of the members in good standing present at the meeting. The new Board will begin August 1st. Vacancies in any elected Booster Officer position during the year shall be filled through a majority vote of the Booster Board.
- C. When an Officer or Committee Chairperson fails to attend two (2) consecutive Board meetings without being excused by the President, fails to perform the prescribed duties of the office or committee, or violates the basic code of conduct outlined in Article II and Article III, the Booster Board may declare the office vacant. When removal action is contemplated, the Booster Board members shall be advised by certified mail at least seven (7) days prior to a Board Meeting to acknowledge his/her right to appear before the Booster Board at that meeting. Such a removal constitutes a vacancy in that office, which can be filled in accordance with Article V Elections and Removal.
- D. Upon the expiration of the term of office or when an individual ceases to hold the position that entitles them to be an elected office, they shall automatically cease to be an elected member and shall be relieved of all duties and responsibility incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president within fourteen (14) days.

ARTICLE VI CALENDAR AND MEETINGS

- A. The Booster Club year shall begin on August 1st of each year and end of July 31st of the following year. There shall be a minimum of two (2) general membership meetings per year to be decided by the Booster Officers. The Booster Officers will set the calendar for the year and announce the dates to the General Membership at the beginning of the year.

A change in the date for a General membership meeting must be approved by a majority vote of the Booster Officers.

- B. Any Board member may call a special meeting of the Board upon giving each members of the Board at least ten (10) days written notification by mail or email. Unless otherwise agreed to by a majority of the Board members, special meetings of the Board shall be limited to the Board. .
- C. The Booster Board shall hold a planning meeting early in the first quarter of the fiscal year to prepare the recommended Booster Club budget and announce plans for the upcoming activities.

ARTICLE VII BYLAWS

- A. These Bylaws may be amended by two-third majority vote of the General Membership in good standing present at a regular monthly meeting.
- B. Requests for amendment of the Bylaws must be submitted to the Booster Officers in writing 30 days prior to such action and distributed to the General Membership 14 days prior to the meeting.
- C. The Booster Board is responsible for ensuring the adequacy and viability of the Bylaws on a continuing basis and are empowered to initiate action for amendment at any time.

ARTICLE VIII BUDGET AND EXPENDITURES

- A. An annual budget shall be prepared by the President with consultation with the Treasurer for the first Booster Board meeting of the school year and for presentation to the first General Membership meeting of the school year.
- B. Operational expenditures accounted for in the budget may be approved by the Booster Board with full accountability to be made at the next General Membership meeting.
- C. Expenditures for school programs and related activities not otherwise included in the budget shall be approved by a majority vote of the Board.
- D. No expenditures shall be made by an individual without prior Booster Officers approval and any moneys shall be spent in accordance with MCPS regulations and according to funding request forms as approved by Booster Membership. Funding request form must be submitted to the Board for teams wishing for Booster club investment.
- E. The President and another officer must approve all checks over \$1,000.

ARTICLE IX AUTHORITY

- A. Booster Club meetings shall be governed by courtesy, respect, and common parliamentary procedure as outlined in Robert's Rules of Order (Revised) in all cases in which they are applicable and do not conflict with the Bylaws as they are written.

Approved: October 30, 2015.